

APPLICATION IN-TAKE

(Building Department reserves the right to make any changes or additions to the list below)

BUILDING PERMITS (RESIDENTIAL & COMMERCIAL)

Application must have:

- *Correct Suffolk County Tax Map Number*
- *Current Zoning*
- *Current Property Owner (whether a business name or an individual – it must match Building Department system)*
- *Active Home Improvement Contractor license with the Town of Southampton*
- *Active Plumber Registration with the Town of Southampton (if any proposed plumbing)*
- *Application number from the Suffolk County Board Of Health (when applicable)*

Zoning specifications, Wetlands, and Aquifer Overlay to determine any needed information relevant to the intake of the application.

All notarized paperwork must have an original signature and notary. Photocopies of notarized documents will not be accepted.

All submitted applications go to the Cashier to be receipted.

ALL APPLICATIONS REQUIRE THE FOLLOWING:

❖ **Building Permit Application**

- Application must be filled out in its entirety, including property Tax Map Number, nature of work, square footage, estimated cost, and all pertinent information. Application must be on legal paper and the signature on the bottom must be notarized

❖ **3 Copies Of The Survey 5 Copies for Commercial Properties**

- Survey must be legible, accurate depicting all structures (including proposed work) on subject parcel with Tax Map and/or meets and bounds. When applicable: Clearance and Lot Coverage percentage

❖ **2 Sets Of Plans 3 Sets for Commercial Properties**

- Plans must be ¼" scale; square footage must be listed on first page, detailed, showing cross section and labeling all areas as to use. When applicable: Residential code of NYS, Floor plans, Construction Type, Height and Fire Area, Habitable Space Labeled, Energy Conservation Construction Code of NYS or Residential Code Chapter 11, Borne Debris Protection (R301.2.1.2 & BCNYS 1609), and Truss design. Sometimes, and at the discretion of the Building Department, pictures are accepted in lieu of plans

❖ **1 Copy Of House Certificate Of Occupancy**

- Certificate of Occupancy that legalizes the construction of the house

❖ **Workers' Compensation**

- Contractor must have an active license with the Town of Southampton (Excludes New House or New Modular Home Construction and Commercial Work). Accepted forms from Contractors are as follows: C-105.2; U-26.3; SI-12. CE-200 when Contractor does not have any helpers. BP-1 when homeowner is doing the work himself. BP-1 cannot be submitted for New House Construction, whole house demolitions or for any Commercial work. Workers Compensation Certificate must show The Town of Southampton with its address as the Certificate Holder. If you are applying for a demolition permit be sure compensation insurance does not exclude demolition work. *Please see Section 125 of the General Municipal Law dated June 1, 1999*

❖ **Fee**

- Fees are based on the nature of the work. For example: Remodeling, alterations, fences, pergolas, gates, trellis, pool, pool heater, spa, outdoor shower, sports court, and others are based on the estimated cost of each job. New house, additions, new building, gazebo and others are based on the square footage of each structure. Enclosed porches, pool houses and any finished detached building require both, square footage and cost, to be able to calculate permit fee. Plumbing fixtures are added to total of the permit (see plumbing application). Fee must be submitted with application. Both Building and Electrical Applications are subject to a fee penalty if work has been started or completed prior filing.

IN ADDITION & WHEN APPLICABLE:**❖ Plumbing Application**

- Plumber must have an active registration with The Town of Southampton. Application must be filled out in its entirety, including property tax map number. Plumber listed must also sign application and have his signature notarized. If homeowner claims to be the one doing the plumbing work, he/she must meet with an inspector (except for “work done” plumbing). The inspector must ask key questions to the homeowner to verify his familiarity with the plumbing code

❖ Electrical Permit

- Electrical Applications must be submitted whenever electrical work will be done. Application must be filled out in its entirety, including property Tax Map number and, when applicable, Building Permit number, and any other pertinent information. Electrician listed must also sign application and have his signature notarized. Electrician must hold an active registration with the Town of Southampton. Schematics should be submitted if homeowner is the one doing the electrical work. Fee must be submitted with application. Both Building and Electrical Applications are subject to a fee penalty if work has been started or completed prior filing.

❖ Board Of Health

- Original survey with original stamp from the Board of Health Department (red stamp for residential property, black stamp for Commercial property). BOH Survey must be submitted if exceeding the amount of bedrooms allowed, and whenever installing plumbing in a detached structure that requires an inspection from The Department of Board of Health

❖ H.E.R.S Certificate (Home Energy Rating System) and Manual J

- 2 copies of the H.E.R.S. Certificate and two copies of the Manual J for any New House and Substantial Reconstruction/Renovation

❖ R.E.S (Residential Energy Score) Check

- 2 copies of the R.E.S. must be submitted with any plans stamped by an Architect or Engineer

❖ Elevation Certificate

- For additions, new construction (accessories or main dwelling), and/or raising house where the property is located on a Flood Zone

❖ Swimming Pool Certification Town Code §169 – Flood Damage Prevention Law

- For swimming pools in Flood Zone

❖ Notarized Addendum to Building Permit Application: New Swimming Pool Construction

- Form must be filled out, signed and notarized in its completion by the Pool Company

❖ Written itemized estimate

- Written itemized estimated cost from vendor on their letterhead. For any renovations, alterations, fences, gates, trellis, outdoor shower, pool, pool heater, spa, demolition, sports court, finished space in an accessory structure (i.e.: pool house, finished space above detached garage) and others

❖ Planning Approval for Commercial Only

- Original Site Plan approval and Resolution

❖ Conservation Approval or Letter of Non-jurisdiction

- Submitted whenever property is flagged under Wetlands Inventory. Wetlands Permit must be submitted with original stamped approved survey

❖ ZBA (Zoning Board of Approval)

- If a variance approval was needed in order to file for the proposed work

❖ A.R.B. Form

- Completed Architectural Review Board Application for any new building and any new addition

❖ Original Agent Letter

- Letter Signed and notarized by property owner only if applicant is other than owner of property

❖ Copy of Deed

- If property has been owned for less than a year and new owner’s name does not come up in our system

❖ Highway Approval From the Engineering Department

- For New Dwellings and Main Commercial Buildings on vacant land. Approval must be submitted with original stamped approved survey

❖ **Road Usage for Debris from the Highway Department**

- For Full House demolition

❖ **Hold Harmless**

- Form must be signed and notarized (originals signature and notary) by ALL owners listed on Certified copy of most recent deed from Suffolk County

❖ **Certified Copy of Most Recent Deed Recorded in the Suffolk County Clerk's Office**

- No photocopies. Original certification with most recent deed only.

❖ **LIPA letter**

- Original letter from LIPA regarding electrical disconnection for demolition of Main Building

❖ **Key Span Letter**

- Original letter from Key Span regarding gas disconnection for demolition of Main Building

❖ **Historic Districts and Landmarks Committee Form with required paperwork**

- Application for Historic Districts & Landmarks Committee Form and its required paperwork (see application). It must be submitted whenever a pre-existing structure (prior to 1957) is going to be demolished, remodeled or reconstructed in order to establish that the structure is not over 75 years old. The applicant is required to complete said form requesting a confirmation letter from the Landmarks and Historic Districts Committee. The request must be signed by the owner or an authorized agent as long as a notarized authorization from the owner is available. The request will be date stamped the day it is received in the Building Division and copies will be submitted to the Committee Members. The confirmation letter must be issued within 30 days of receipt or the demolition permit will be issued without it. Meetings are held the 3rd Tuesday of every month at 7:00pm in the Town Attorney's Conference Room in Town Hall

❖ **Proof Of Corporation, LLC, or Business Ownership**

- Legal proof must be submitted to establish the relationship between individual and Corporation, LLC, etc. Examples of acceptable proof are: Articles of Organization, Operating Agreement, Minutes listing Members, NYS Department of State Division of Corporation listing Officers, Certificate of Respect, Business Ownership listing all members, owners, or corporate officers

❖ **Authorization letter from Sagaponack Village**

- An original signed letter from Sagaponack Village authorizing the Town of Southampton to allow for a renewal of a permit which property is now located in the Village of Sagaponack

❖ **Completed NYS Uniform Fire Prevention & Building Code Form **for Commercial Only****

- Used for New Commercial Buildings. Form is available at the Building Department

❖ **Change of Use **for Commercial Only****

- Used for change of name, change of occupancy and/or change of use on Commercial Properties

❖ **Certificate Of Commercial Compliance **for Commercial Only****

- Used on Commercial Properties when planning approval is not needed

❖ **Accessory Apartment Application**

- Must be submitted with its own required paperwork It must be accompanied with a Building Permit application (with its required paperwork) for the conversion of accessory apartment use

❖ **Other**

- Depending on the nature of the work, and at the discretion of the Building Department, other paperwork may be needed in order to issue a Building Permit

BUILDING PERMIT AMENDMENTS

Amendments are at the discretion of the Building Department.

When submitting a Building Permit Amendment, make sure that the following information is written on the application:

- *Correct Suffolk County Tax Map Number*
- *Correct Owner of Property*
- *Correct Permit Number to be Amended*

Zoning specifications, Wetlands, and Aquifer will be reviewed to determine any needed information relevant to the intake of the application.

“Work done” permit cannot be amended unless the Original Permit filed was also for “Work Done”.

❖ **Application to Amend Building Permit**

- Amendment application must be filled out in its entirety, signed and notarized by authorized agent or owner

❖ **2 Sets of Amended Plans 3 Sets for Commercial**

- Sets of the amended plans only

❖ **Fee**

- Amendment fee is \$50 in addition to any fees associated with additional work. The amendment fee increases in increment of \$50 for every additional amendment

IN ADDITION & WHEN APPLICABLE:

❖ **Workers' Compensation**

- Submitted if a new contractor is doing the work together with a letter from the homeowner, signed and notarized, stating the change in contractors

❖ **3 Copies of the Survey 5 Copies for Commercial**

- Revised survey for any changes to footprint or structures

❖ **Other**

- Nature of the changes may determine additional paperwork not listed here, such as written estimates from contractor if fee will be based on the cost of the job, additional approval from other departments such as Conservation, Architectural Review Board or Planning, etc

EXTENSION REQUEST

Extensions are at the discretion of the Building Department

Extensions are from the expiration date of the permit. Not to exceed two extensions before Renewal is required

Extension must be stamped approved and signed by an Authorized Official from the Building Department

Maximum of two 90 day extensions

❖ Application

- Anyone can apply for a Building Permit Extension

❖ Extension Letter Request

- Top of application must be filled out by client. Middle part is for Official use only. Completed bottom part of application can be given back to the client as a receipt

❖ Fee

- \$25 fee per extension

BUILDING PERMIT RENEWAL

Application must list:

- Permit renewal number
- Description of work
- Square Footage and/or Estimated Cost

Renewal application cannot exceed square footage and/or estimated cost of the items paid for on the original permit

Any changes to the nature of the work to a renewal application require an amendment

❖ Renewal Application

- Completed application, signed but not notarized by either agent or owner

❖ Workers' Compensation

- Only if work still in process. Acceptable forms are: C-105.2; U-26.3; SI-12. An updated CE-200 or BP1 if they were filed with the original permit

❖ Fee

- Fee must be based and match the information on the computer. If original permit fee was doubled, the renewal fee must also be doubled. \$25.00 Penalty per full year(s) expired

PRE-EXISTING

Application must list:

- Owner of Property
- Suffolk County Tax Map Number

❖ **Pre-Existing Application**

- Completed application with correct SCTM# and Owner (page 2 of the application)

❖ **Smoke Alarm and Carbon Monoxide Affidavit**

- Affidavit must be signed and notarized and submitted with application except for Commercial Property

❖ **Survey**

- Original survey accurately depicting all buildings and structures on the property

❖ **Assessors Records**

- Available through a property search request

❖ **Proof**

- Affidavits by persons familiar with the property documenting continuous specific uses, buildings and structures on a property prior to October 14, 1957 to the present. At least one affidavit needed for Residential, two or more for Commercial Property
- Copies of leases and other agreements documenting uses and structures at specific time periods
- Any other information which conclusively proves a continuous chain of pre-existing use
- Nonconforming Commercial use or Multiple Commercial use must be submitted with a floor plan drawn to ¼" scale which accurately depicts the layout and areas of use throughout the building
- A minimum of One Affidavit for Residential Property and a minimum of Two Affidavits for Commercial Property is needed

❖ **Fee**

- \$100.00

UPDATED CERTIFICATE OF OCCUPANCY

All open building permits must be finalized before an updated certificate can be issued

❖ **Updated Certificate Of Occupancy Application**

- Completed application with correct SCTM# and Owner

❖ **Certificates**

- Copies of all Certificate of Occupancies and Certificate of Compliances relating to the parcel

❖ **Smoke Alarm and Carbon Monoxide Affidavit**

- Affidavit must be signed and notarized and submitted with application except for Commercial Property

❖ **Survey**

❖ Original survey accurately depicting all buildings and structures on the property

❖ **Copy of Deed**

- If property has been owned for less than a year

❖ **Fee**

- \$200.00

WHOLE HOUSE DEMOLITION APPLICATION

Application must list:

- Owner(s) of Property
- Suffolk County Tax Map Number

❖ **Application**

- Application must be filled out in its entirety, including property Tax Map Number, estimated cost, and all pertinent information. Application must be signed on the bottom and notarized by all owners listed on the Title Certification

❖ **Certified Copy of Most Recent Deed Recorded in the Suffolk County Clerk's Office**

- No photocopies. Original certification with most recent deed only.

❖ **Hold Harmless**

- Form must be signed and notarized (originals signature and notary) by ALL owners listed on Certified copy of most recent deed from Suffolk County

❖ **LIPA Letter**

- Letter from LIPA regarding electrical disconnect

❖ **Key Span letter**

- Letter from Key Span regarding gas disconnect

❖ **3 Copies of the Survey 5 Copies for Commercial**

- Revised survey for any changes to footprint or structures

❖ **Workers' Compensation Insurance**

- Certificate must not exclude demolition. Contractor must be licensed with the Town of Southampton. Acceptable forms are: C-105.2; U-26.3; SI-12.

❖ **Road Usage for Debris**

- Debris Permit from the Highway Department located at 20 Jackson Avenue, Hampton Bays. The application is available at The Building Department

❖ **Proof Of Corporation, LLC, or Business Ownership**

- Legal proof must be submitted to establish the relationship between individual and Corporation, LLC, etc. Examples of acceptable proof are: Articles of Organization, Operating Agreement, Minutes listing Members, Business Ownership listing all members, owners, or corporate officers

❖ **Conservation Approval or Letter of Non-jurisdiction**

- Submitted whenever property is flagged under Wetlands Inventory. Permit with stamped survey from Conservation.

❖ **Planning Approval for Commercial Only**

- Resolution and stamped Site Plan Approval

❖ **Certificates**

- Copies of all Certificate of Occupancies and Certificate of Compliances relating to the parcel

❖ **Historic Districts and Landmarks Committee Form with required paperwork**

- Application for Historic Districts & Landmarks Committee Form and its required paperwork must be submitted whenever a pre-existing structure (prior to 1957) is going to be demolished and/or it needs to be established that the structure is not over 75 years old. The applicant is required to complete said form requesting a confirmation letter from the Landmarks and Historic Districts Committee. The request must be signed by the owner, or a notarized authorization from the owner must be submitted. The request will be date stamped the day it is received in the Building Division and copies will be submitted to the Committee Members. The confirmation letter must be issued within 30 days of receipt or the demolition permit will be issued without it. Meetings are held the 3rd Tuesday of every month at 7:00pm in the Town Attorney's Conference Room in Town Hall

❖ **Written itemized estimated**

- Written estimated cost of demolition from vendor on their letterhead

❖ **Fee**

- Fee is based on estimated cost of the demolition

PROPERTY SEARCH

Property Searches are done when there is not Certificate of Occupancy on the property.

Property Searches are submitted to the Building Department. The Building Department reviews the application and forwards approved Searches to the Archives Department via interoffice. The results of the search will be send via mail to the applicant.

❖ **Application**

- Complete F.O.I.L application

❖ **Fee**

- \$25.00

SOLAR❖ **Application**

- Application Requirements Checklist and Solar Energy System Fast Track Permit Information Sheet must be filled out in its entirety, must be signed on the bottom by Owner and Solar Installation Contractor

❖ **3 Copies Of Plans which include:**

- Cover sheet must include the following:
 - Project address, correct Suffolk County Tax Map Number
 - Owner's name, address, and phone number
 - Name, address and phone number of the person preparing the plans
- Sheet Index must indicate each sheet title and number
- Legend for symbols, abbreviations and notations used in the drawings
- Configuration diagrams prepared by a Professional Engineer or Registered Architect which are sketched (hand-drawn or better as follows:
 - **Roof Diagram** depicting modules or collectors and racking configuration on designated surface(s) to scale and dimensioned. The diagram should include any 18" clearance/access required as noted in the Fast Track Permit Requirements Checklist criteria
 - **Equipment Location Diagram** indicating the location(s) of the:
 - ◆ modules or collectors
 - ◆ Main electrical service
 - ◆ Inverter(s)
 - ◆ The location of all equipment disconnects on the outside of the structure (i.e. A/C disconnect)
 - ◆ Any interior equipment locations
 - **One line Standard electrical diagram**
- Property Survey (only if system is proposed for an accessory structure)

❖ **Fee**

- There is no fee for Solar Fast Track Permits